

DATATEL COLLEAGUE UI 1.5 SHORCUT INFORMATION

Area	Function	Common Shortcut	Other Shortcuts
Menus	Open File Menu	Alt+F	
	Open Edit Menu	Alt+E	
	Open Apps Menu	Alt+A	
	Open Favorites Menu	Alt+V	
	Open Options Menu	Alt+O	
	Open Help Menu	Alt+H	
Main Actions	Save & Re-Enter Lookup	F10	Alt+F, S
	Save & Exit Screen	Shift+F9	
	Cancel & Re-Enter Lookup	Shift+F8	Alt+F, C
	Close / Finish (Saves)	F9	Alt+F, L
	Exit Application	Alt+F, X	X icon at top of screen
	Direct Access (jump to another mneumonic, while in a screen)	F8	
Screen Actions	Detail	F2	Alt+F, D Click Icon
	Insert Field	F3	
	Delete Field	F4	Ctrl+D Alt+F, F Alt+E, . D
	Delete Record	Shift+F10	Alt+F, R
	Date/Time/Login Stamp (in comment screen only)	Shift+#+Enter	
Screen Navigation	Move To Next Field	Tab	F7
	Move To Previous Field	Shift+Tab	
	Move Forward One Row	Down Arrow	
	Move Back One Row	Up Arrow	
	Move Forward One Screen	Page Up	
	Move Backward One Screen	Page Down	
	Move To Beginning Of Current Field	Home	
	Move To End Of Current Field	End	
	Move To First Row Of "Window" (multi-valued field area)	Ctrl+Home	
	Move To Last Row Of "Window" (multi-valued field area)	Ctrl+End	
Help	Field Help	F1	Alt+H+F
	Process Help	Shift+F1	Alt+H+P
	Keyboard Shortcuts	Shift+F2	Alt+H+U